

# Teacher Hand Scoring System User Guide

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## Table of Contents

<b>Section I. Introduction to the User Guide .....</b>	<b>1</b>
Organization of the User Guide .....	1
Document Conventions .....	1
Intended Audience .....	1
Additional Resources .....	2
<b>Section II. Overview of the Teacher Hand Scoring System .....</b>	<b>3</b>
THSS User Roles .....	3
<b>Section III. Accessing the Teacher Hand Scoring System .....</b>	<b>4</b>
Logging in to THSS .....	4
Switching Between MontCAS Systems .....	5
<b>Section IV. Using the Teacher Hand Scoring System .....</b>	<b>6</b>
Overview of the Response List Page .....	6
Filtering the Response List Table .....	7
Sorting the Response List Table .....	8
Scoring Responses .....	8
Entering Scores for Responses .....	8
Completing Item Responses .....	10
Reassigning Responses .....	10
<b>Appendix A. Condition Codes .....</b>	<b>12</b>
<b>Appendix B. About State-Level Users .....</b>	<b>14</b>
<b>User Support .....</b>	<b>15</b>
<b>Change Log .....</b>	<b>Error! Bookmark not defined.</b>

## Table of Figures

Figure 1. Card for THSS .....	4
Figure 2. Response List Page (Top) .....	6
Figure 3. Response List Page (Bottom) .....	6
Figure 4. Test Filter .....	7
Figure 5. Response Section .....	9
Figure 6. Rubric Section .....	9
Figure 7. Reassign Selected Responses Window .....	11
Figure 8. Response Search Page .....	14

## Section I. Introduction to the User Guide

This user guide supports Scorers using the Teacher Hand Scoring System (THSS) to score Interim test responses that require human scoring for the MontCAS Interim Assessments.




### Organization of the User Guide

- [Overview of the Teacher Hand Scoring System](#) provides an overview of THSS.
- [Accessing the Teacher Hand Scoring System](#) explains how to log in to THSS.
- [Using the Teacher Hand Scoring System](#) describes the overall layout of THSS and highlights the important tasks and functions.

### Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause fatal errors.

### Intended Audience

This user guide is intended for Scorers and Score Managers responsible for scoring or reassigning hand-scored items for students. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms.

## **Additional Resources**

For information about supported browsers and operating systems, see the *System Requirements*.

For information about hardware and software requirements, see the *Technical Specifications Manual*.

For information about registering students for assessments and managing user accounts, see *TIDE User Guide*.

For information about administering online tests in the Test Delivery System, see the *Test Administrator User Guide*.

For information about viewing reports, see the *Online Reporting System User Guide*.

All user guides and related documents for MontCAS systems are available on the MontCAS portal (<http://mt.portal.airast.org/>).

## Section II. Overview of the Teacher Hand Scoring System

The Teacher Hand Scoring System (THSS) allows Scorers to score item responses that require human scoring. When students in a test session submit an assessment, the hand-scored items are sent to THSS, where Scorers can view students' responses to each item and enter scores or mark them with condition codes.

### THSS User Roles

The following users can access THSS:

- **Scorers:** Scorers can use THSS to score the hand-scored items for any student whose items they are assigned. Items are assigned by default to the Test Administrator for that student's test session. School-level Scorers can reassign items to other Scorers in their school, and system-level Scorers can reassign items to other Scorers in their system.
- **Score Managers:** These users can view a list of items completed by any student associated to their school (if a school-level user) or system (if a system-level user) and reassign them to any Scorers in their school or system (depending on their user level). Score Managers can also view and score item responses that have been reassigned to them.
- **State-Level Users:** These users can view the status and assigned scorer for item responses. They cannot enter scores or reassign responses. For more information, see [About State-Level Users](#).

## Section III. Accessing the Teacher Hand Scoring System

This section contains information about how to log in to THSS and how to switch between other MontCAS systems.

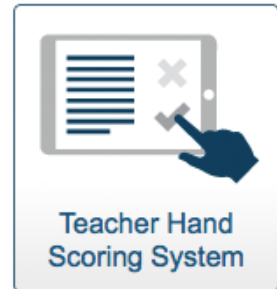
### Logging in to THSS

To access THSS, you must have an authorized username and password.

*To log in to THSS:*

1. Navigate to the MontCAS Portal (<http://mt.portal.airast.org/>).
2. Select your user role.
3. Select **Teacher Hand Scoring System**. The login page appears.
4. Enter your email address and password.
5. Click **Secure Login**. The **Response List** page appears.

Figure 1. Card for THSS



## **Switching Between MontCAS Systems**

MontCAS systems, including THSS, use an integrated Single Sign On (SSO) system that allows users to log in once and access all available applications. SSO integrates the following applications:

- Online Reporting System (ORS)
- TA Interface
- TA Practice and Training Site
- Teacher Hand Scoring System (THSS)
- Test Information Distribution Engine (TIDE)

Access to all systems and their tasks and features is dependent on your user role.

The top left corner of your browser contains a drop-down list that displays the MontCAS applications you can access. From the drop-down list, select the application you want to switch to. The main page for that application appears and you do not have to log in again.



## Section IV. Using the Teacher Hand Scoring System

This section explains how to use THSS to enter scores for responses, mark responses as complete, and reassign responses to other Scorers.

### Overview of the Response List Page

After you log in, the **Response List** page appears (see [Figure 2](#)). The table on this page populates with the responses assigned to you to score. You can use the navigation links in the bottom-right corner to view all the responses in the list.

To access this user guide, click **Help** in the banner.



If you are a Score Manager, this table displays the hand-scored responses for all the students in your associated school or system, depending on your user level.

Figure 2. Response List Page (Top)

Logged in as ownitemscorer01@example.com | [Help](#) | [Logout](#)

**Smarter Balanced Assessment Consortium** **Teacher Hand Scoring System - Response List**

Test:  Session:

<input type="checkbox"/>	Name	Item	Session	Status	Score
<input type="checkbox"/>	MATTHEW DAGENAIS	13312: CellPhone_6_Stim1_Item4	test-a044-1	Not Scored	<a href="#">Score</a>
<input type="checkbox"/>	ALANA OLENDORF	13310: CellPhones_6_Stime1_Item5	test-a044-1	Not Scored	<a href="#">Score</a>
<input type="checkbox"/>	KYESHA BUCKHAM	13313: CellPhone_6_Stim1_Item6	test-a044-1	Not Scored	<a href="#">Score</a>

Figure 3. Response List Page (Bottom)

<input type="checkbox"/>	ASHLEY HOGSTAD	Marshmallow Experiment	TEST-5777-1	Not Scored	<a href="#">Score</a>
<input type="checkbox"/>	ZOEY UNRUH	Marshmallow Experiment	TEST-5777-1	Not Scored	<a href="#">Score</a>
<input type="checkbox"/>	ALEXCIS HACKNER	Marshmallow Experiment	TEST-5777-1	Not Scored	<a href="#">Score</a>

Showing 1 to 25 of 111 entries

First Previous **1** 2 3 4 5 Next Last

[Reassign All Selected](#) [Mark Selected As Complete](#)

[Table 2](#) describes the columns in the **Response List** table.

Table 2. Response List Table Columns

Column	Description
Name	Name of the student.
Item	Name of the hand-scored item.
Session	ID of the session in which the student completed the test containing this response.
Status	“Not Scored” indicates the response still needs to be scored. “Tentatively Scored” indicates the response was scored but still needs to be marked as complete.
Assigned To*	The Scorer to whom the response is currently assigned.
Score	Click the button in this column to enter a score for the response .If you are a Score Manager, you can only enter scores for responses that are assigned to you.

\*This column only appears in the **Response List** table for Score Managers.

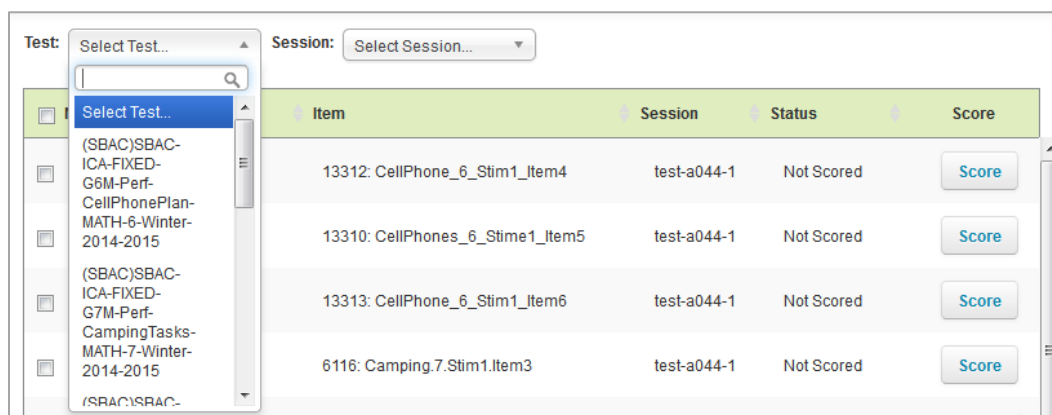
## Filtering the Response List Table

You can use the drop-down lists on the **Response List** page to filter the responses that appear in the table. Scorers can filter the table by test and session. Score Managers can filter the table by test, session, grade, subject, and assigned Scorer.

*To filter the list of items:*

1. Open a drop-down list above the **Response List** table.

Figure 4. Test Filter



2. If you see the option you wish to select, click it. Otherwise, enter the desired option in the search bar. The table updates to show only responses associated with the selected option.
3. To apply additional filters, repeat steps 1–2 with a different drop-down list.

## Sorting the Response List Table

You can sort the **Response List** table by student name, item, session ID, or response status.



Score Managers can also sort the **Response List** table by the assigned Scorer.

*To sort the table by one of these columns:*

1. Click a column header. The table lists the responses by that column in ascending order.
  - a. To sort the responses in descending order, click the column header again.

## Scoring Responses

When scoring responses, you can either assign a score to the response or mark it with a condition code. Condition codes are used for any item you cannot score due to the nature of the student's response. If a single item consists of multiple scoring criteria, you should enter a score or condition code for each criterion. For a description of the available condition codes, see [Condition Codes](#). For more information about how to score responses and use condition codes, refer to the *Smarter Balanced Hand Scoring Rules* document.



In order to score student responses, Score Managers must first reassign the responses to themselves. For more information on reassigning responses, see the section [Reassigning Responses](#).

## Entering Scores for Responses

This section explains how to enter scores and condition codes for responses.

*To score responses:*

1. In the Score column of the **Response List** table, click **Score** for a response. The **Score Response** page appears, displaying the item rubric and student response.
2. In the *Response* section of the **Score Response** page, review the item stem and the student's response. To view the item's stimulus and an example of a perfect response, click **Exemplar**.

Figure 5. Response Section

3. In the *Rubric* section, review the rubric description and do one of the following:
  - a. To enter a score for the response, manually enter a numerical score in the **Score** field or use the arrow button in this field to enter the score in increments of one. The score cannot exceed the value in the Points column.
  - b. To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list.

Figure 6. Rubric Section

Description		Points
a)	Inference here.	4
b)	Text-supported example: "...." (paragraph reference)	
c)	Inference here.	
d)	Text-supported example: "...." (paragraph reference)	

Scoring Criteria	Points	Score	Condition Code
Organization/Purpose	4	<input type="text"/>	Not Applicable
Evidence/Elaboration	4	<input type="text"/>	Not Applicable
Conventions	2	<input type="text"/>	Not Applicable



To view a guide for scoring the student response, click **Training Guides**.

4. If the item consists of multiple scoring criteria, repeat step [3](#) for each criterion.

5. When you finish entering scores for the response, click **Submit Score** at the bottom of the page.
6. To navigate to the **Score Item** page for a different item, click **Previous Response** or **Next Response** at the top of the page (the order of responses is determined by the selected sorting on the Response List table). To return to the **Response List** page, click **Back to Response List**. The item status now displays “Tentatively Scored.”

### Completing Item Responses

After entering scores or selecting condition codes for responses, you should mark the responses as complete to finish the process.

*To mark responses as complete:*

1. On the **Response List** table (see [Figure 2](#)), mark the checkbox for any responses you have finished scoring.
2. Click **Mark Selected as Complete**.
3. In the window that pops up, click **Mark Selected as Complete**. Once you mark a response complete, it is submitted and can no longer be edited or viewed.

### Reassigning Responses

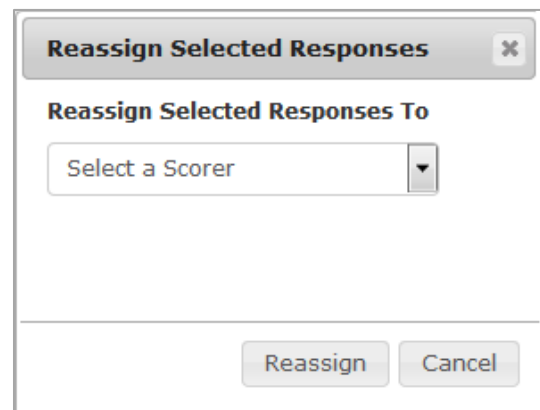
THSS automatically assigns a response to be scored to the Test Administrator for the session in which the student tested. If a student started a test in one session, and completed it in another,

the response will appear only to the Test Administrator who proctored the session in which the student completed the test.

You can reassign responses to other Scorers in your school. Those users associated with a system can reassign a response to anyone within their system.

*To reassign responses:*

1. On the **Response List** table (see [Figure 2](#)) mark the checkbox for any items you wish to reassign.
2. Click **Reassign All Selected**. A window pops up.
3. In the popup window, select a Scorer from the drop-down list. Only users associated with your school or system appear.
4. Click **Reassign**. The selected responses are reassigned to the selected Scorer. They no longer appear on your **Response List** table. You will no longer be able to access this response.



## Appendix A. Condition Codes

For more information about how to score responses and use condition codes, refer to the *Smarter Balanced Hand Scoring Rules* document.

Condition Code	Description
Blank	Student did not enter a response.
Insufficient	<p>a. Student has not provided a meaningful response Some examples:</p> <ul style="list-style-type: none"> <li>• Random keystrokes</li> <li>• Undecipherable text</li> <li>• “I hate this test”</li> <li>• “I like pizza!” (in response to a reading passage about helicopters)</li> <li>• Response consists entirely of profanity</li> </ul> <p>b. for ELA Full Writes, use the “Insufficient” code for responses described above and also if:</p> <ul style="list-style-type: none"> <li>• Student’s original work is insufficient to make a determination whether he or she is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics.</li> <li>• Response is too brief to make a determination regarding whether it is on purpose or on topic.</li> </ul>
Non-Scorable Language	<ul style="list-style-type: none"> <li>• ELA/literacy: Language other than English</li> <li>• Mathematics: Language other than English or Spanish</li> </ul>
Off Topic	<p>For ELA Full Writes Only</p> <ul style="list-style-type: none"> <li>• A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative)</li> <li>• Off topic responses are generally substantial responses.</li> </ul>
Off Purpose	<p>For ELA Full Writes Only</p> <p>A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.</p> <ul style="list-style-type: none"> <li>• An off-purpose response addresses the topic of the task but not the purpose of the task.</li> <li>• Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose.</li> <li>• Off purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.</li> </ul>

For ELA/literacy Full Writes: If a response is too brief to make a determination regarding whether it is on purpose or on topic, then it should be coded as “Insufficient.”



## Appendix B. About State-Level Users

When State-Level Users sign in to THSS, the **Response Search** page appears. On this page, State-Level Users can search for item responses by ResultID and view the status and assigned scorer for each response. The information on this page is read-only.



The ResultID is the identification number associated with a student's test opportunity in the Online Reporting System. For more information, see the *Online Reporting System User Guide*.

Figure 8. Response Search Page

THSS | Navigate to another application ▼ | Logged in as firststate1.laststate1 | [Help](#) | [Logout](#)

**Smarter Balanced Assessment Consortium** | **Teacher Hand Scoring System - Response Search**

100063 [Search by ResultID](#)

Scorers: [Select Scorers...](#)

Student Name	Item	Session	Status	Assigned To	ResultID
1031539	57200: Unlikely Animal Friends	uat-559e-1	Tentatively Scored	LastTA4, FirstTA4	100063
1031539	57202: Unlikely Animal Friends	uat-559e-1	Tentatively Scored	LastTA4, FirstTA4	100063

Showing 1 to 2 of 2 entries | [First](#) | [Previous](#) | **1** | [Next](#) | [Last](#)

*To search for responses:*

1. In the search field, enter the ResultID for a test opportunity.
2. Click **Search by ResultID**. If any hand-scored item responses are associated with the entered ResultID, they appear in a table below the search field.
3. *Optional:* To filter the table by assigned scorer, select an option from the **Scorers** drop-down list.

## User Support

If this document does not answer your questions, please contact the Montana Comprehensive Assessment System Help Desk.

The Help Desk will be open Monday–Friday from 5:00 a.m. to 5:00 p.m. Mountain Time (except holidays).

**Montana Comprehensive Assessment System  
Help Desk**

Toll-Free Phone Support: 1-888-792-2741

Email Support:  
montanahelpdesk@measuredprogress.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- Scorer name and IT/network contact person and contact information
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup